

FAST Guidance for Agency HQ Administrators

The FAST system was developed to assist fleets in meeting the data reporting requirements of:

- Executive Order (EO) 13693 “Planning for Federal Sustainability in the Next Decade)
- Energy Policy Acts (EPAAct) of 1992 and 2005
- Energy Independence and Security Act (EISA) of 2007
- OMB’s Circular A-11 “Preparation, Submission, and Execution of the Budget”

Data collected through FAST will satisfy all of these requirements.

Historically, FAST has supported data reporting requirements from additional sources which have since been retired or superseded, including:

- EO 13514 “Federal Leadership in Environmental, Energy, and Economic Performance”
- EO 13423 “Strengthening Federal Environmental, Energy, and Transportation Management”
- GSA’s SF82 “Agency Report of Motor Vehicle Data”

A. Hierarchy Set-up

To report data using FAST, the senior level official (or the designated representative for each agency) must create a reporting structure, sometimes called a reporting hierarchy. You must build this hierarchy before any entities within your agency can be given access to modify it or to report data. The hierarchy is built from the top down, much like an organizational pyramid. In general, only elements that have no subordinates are able to report fleet data. The agency administrator sets up their reporting hierarchy and authorizes users at various levels within that hierarchy using the following steps:

1. Log into FAST by entering <https://fastweb.inl.gov/> in the address bar of your web browser. Enter your FAST login ID and password, and then click on the “Login” button. You will be prompted to change your password if your password has expired or if this is your first time to sign in to FAST.
2. When you have successfully signed into FAST, click on the “Admin Tools” tab, then click on the “Update Reporting Hierarchy” link on the FAST System Administrative Tools menu.
3. To add a new element to your reporting hierarchy, click on “Add an Element” appearing above the list of hierarchy elements subordinate to your agency.
4. Enter the requested element information.
 - a. Enter the agency name and abbreviation (example: “Office of Defense Programs” and “ODP” for the name and abbreviation, respectively).
 - b. If the element is an OMB reporting element, check the box. The page will automatically refresh.
 - c. If this element is a report-level element (rather than an intermediate level headquarters), check the appropriate box. Report-level elements are those elements operating and reporting vehicles. In a case where an entity owns and operates vehicles and also oversees other entities that own and operate vehicles, that entity must be entered as multiple separate elements: first as a non-reporting element and then again

as one or more reporting elements under the first element. The page will automatically refresh.

- d. Choose the applicable contact from the drop-down box, and FAST will complete the header for you.
 - i. If the contact information needs to be updated, scroll down to the Contact Information box and use the contact's work information. The FAST user database will be updated with your changes after you click the "Add Element Information" or "Update Element Information" button. (Which button appears will be determined by whether you are adding an element or updating one.)
 - ii. If the appropriate contact individual is not yet in the system, enter their information by clicking the "Add User..." link, and then click the "Add Element Information" button. Each time a user is added to FAST, the system automatically sends them an email with their user information and temporary password.
5. After the agency information and the contact information is complete, click on the "Add Element Information" or "Update Element Information" button to save the entered information.
6. Repeat steps 3-5 until all agency and region elements are in place.
7. To enter a subordinate element, (one underneath an established element), follow these steps:
 - a. Click on the element name that the subordinate element will fall under. This will bring up a list of elements subordinate to the element you clicked on.
 - b. Click on the "Add an Element" button. This brings up the Element Information/Contact Information screen. Enter the requested information (see steps 3-5 above) then click on "Add Element Information" to save the information entered. You will be returned to the screen listing the elements subordinate to the element you originally clicked on.
 - c. To add yet another subordinate element under this element, click on "Add Element," otherwise click on "Up One Level" to navigate up through the agency's hierarchy.
8. Repeat the steps above as needed until all agency regional elements are in place down to the fleet/reporting elements.
9. To move a fleet between hierarchy elements and keep historical data intact, contact the FAST support team.
10. This hierarchy structure can be modified as necessary prior to the beginning of the data call (October 1). It does not matter if you make mistakes during setup; pruning and adjusting the hierarchy before the start of the FAST data call carries no consequences. However, you must proceed with extreme caution if you modify your reporting hierarchy structure once the data call begins, as you may inadvertently delete fleet data already entered by your users.

B. Add Users

After the hierarchy set-up is completed, the next step is to add the agency and regional users. The agency administrator adds both the agency and the regional users to FAST.

1. Click on the "Admin Tools" tab in FAST, and then click the "Update Users" link on the FAST System Administrative Tools menu.

2. Verify that the person does not already have a user account within FAST. Click on the letter corresponding to the first letter of the person's last name and make sure the user is not listed. You can also use the search capability at the top of the "Manage Users" page to locate users by first or last name or by part of their email address. If the user is not listed, click on the "Add" button at the top of the page to add your user.
3. Complete all the information on the "Add User" screen. After completing the user information, click on the "Add User" button at the bottom of the screen to save the information.
4. Next specify the Level 1, 2, 3, etc., access for the user. The new user will be able to view all Fleet Data under the organization(s) you select. You will choose the bureau/region for this new user from the drop-down menu. Choose from either "A (Read)" or "B (Read/Write)" from the "Security" drop-down menu. If the new user requires approval authority, place a checkmark in the "Approval Authority" box. When you have completed the data click on the "Approve" button to save. The saved information will be the "default" shown through the region and fleets associated with each agency you give the new user access to. You may "Remove" a line if the default information is incorrect. You can then change the information to reflect the correct authorization/access for the user.
5. After all element items are selected and verified, click the "Done" button at the top of the Add User screen to save the changes. Each time a user added to FAST, the system automatically sends them an email notifying them of their new user information and temporary password.

C. Preparation for Fleet Data Entry

FAST controls when the various forms used by the fleet-level users to submit data are available for use based on default dates set by the FAST system administrators. The FAST agency administrator may set open and close dates for their own organization, provided they fall within the periods already established by the system default dates.

1. Select the "Admin Tools" tab, then click the "Manage Agency-specific Reporting Open/Close Dates" link in the "Other Administrative Tools" section.
2. Change the default dates for the Actual Fleet Data, Forecast Fleet Data, Fleet Budget Data, EPAct Section 701, and EISA 246 data calls for your agency. Click "Save" to save those updated dates. The "Open" dates control when the relevant forms are available to all users. The "Preliminary Close" dates control when the relevant forms are closed to fleet-level users. The "Final Close" dates control when the forms close to all users. You may use the preliminary close dates to ensure your agency administrative users have a period of time after the fleet users complete their data entry to review (and correct, if necessary) the submitted data ahead of the official close of each FAST data call.

D. Update Help Desk Contact Information

Each agency/department must have a designated individual (and may have an optional alternate individual) for fleet managers to contact with FAST-related questions. To find contact information for both the primary and secondary individuals, select the "Admin Tools" tab, then click the "Update Help Desk Contact Information" link (within the Manage Users section of the FAST System Administrative Tools menu). Verify that the contact information for these individuals is current, correct, and complete

(it should include name, email address, and telephone number). Each agency/department should ensure this information is correct and current prior to each data call.

E. Available Reports/Tools

The following reports will be available through links on FAST's "Reports" and "Budget Data" tabs.

Budget Data Tab

1. Budget Data – Provides an overview of fleet inventory for all years surveyed (fiscal year just ended and projections for each of the next three fiscal years), fleet costs for the fiscal year just ended and cost projections for each of the next three fiscal years, and the agency's fleet management plan and budget narrative document. Initially submitted in late March, and updated—if needed—in August for submission to OMB as part of the agency's budget request. All agency administrators should review this report closely prior to the close of the "forecast" and "budget" data calls to ensure that their agency's projections for vehicle acquisitions and disposals make sense. For instance, be sure that the combination of acquisitions and disposals do not result in negative inventory figures for a particular type of vehicle.

Reports Tab

1. EPA Act AFV Acquisition Compliance Report – This is the official data set summary used to gauge your agency's compliance with EPA Act requirements for acquisition of AFVs.
2. EO 13423 Fuel Consumption Report – Shows data from FY 2006 through the current FY for "Covered Petroleum Consumption in GGE," and "Alternative Fuel Consumption (in GGE)." Data percentages are calculated against available 2005 baseline data.
3. Executive Fleet Summary Report – This report provides a summary of the selected agency's vehicles in inventory for the selected fiscal year that are designated as part of the agency's "Executive Fleet." Within this context, GSA-OGP has defined "Executive Fleet" vehicles as vehicles used primarily to transport heads of agencies, senior executive services (SES) employees, and general officers.
4. Agency Data Quality & Consistency Report – Provides an overview of the submitted inventory, cost, mileage, and fuel consumption data for your agency, with a focus on the consistency and completeness of that data. This report includes trends showing key data elements such as inventory, fuel consumption, and cost data across recent years, as well as cross-reference tables showing inventory vs. fuel consumption and cost. All agencies are expected to review this report to help identify and resolve any significant issues with their reported data prior to the close of the FAST "actuals," "forecast," and budget" users also review the version of this report for each of the respective reporting fleets within the agency hierarchy prior to considering their submission compete.
5. Agency Data Call Summary Report – Provides a set of detailed tables that summarize and compare input across the various data input sections by fleet and against the prior year. The report includes cost and consumption, vehicle mileage, fleet costs, and other out-year, inventory-related data. Several of these tables highlight year-to-year changes above a percentage-based threshold, intended to help highlight unusually large fluctuations potentially indicating data quality problems. The tables in this report are also sortable, making it easy to

identify fleets with large values, with large year-to-year changes, or with missing or incomplete data. In many cases, rows within those tables provide links to the corresponding fleet-level input forms. Each table in the report can be exported to Microsoft Excel for use outside of FAST.

6. Agency DQ&C/DCS Highlights Report – Provides a combined subset of both the “Agency Data Quality & Consistency Report” and the “Agency Data Call Summary Report,” including only items that have been highlighted as out of the ordinary in either or both reports.
7. Agency Comparison & Trend Reports – Show different trends of FAST data for your agency and provide comparisons of your agency against the Federal government fleet as a whole or against individual agencies. These trends include inventory or acquisition data (by vehicle type, source, or fuel type), mileage data by vehicle type, and cost data by vehicle type.
8. Query Tool – Provides user-defined query construction and manipulation capabilities for agency administrators to retrieve Section 1, 2, and 3; EPC Act Section 701; EISA Section 246; and user data from FAST, including filtering, sorting, and subtotaling capabilities. You can either develop your own queries by selecting “New Query” or use the new “Query Wizard” to help you through the process until you’re comfortable with how the Query Tool works.
9. Data Completion Report – Shows your agency’s fleet completion percentages. Fleet approvals are processed through this report.
10. Flagged Items Report – Shows any potential errors flagged during the fleet data entry data validation step.

F. Additional Tools

Additional administrative tools are located on the “Admin Tools” tab.

1. FAST Message System – Allows agency administrators to send emails to the following group of people through FAST:
 - a. My organization’s administrators
 - b. My organizations OMB users
 - c. My organization’s users (for all agency users)
 - d. System owner and individual agency recipients

The ability to view past sent messages (message archive) is also available.

2. List Organizations and Users – Lists all department agencies, regions, and fleets along with their associated users and their phone numbers.
3. List Current Users – Shows a list of agency users who have been active in FAST during the following periods:
 - a. Current users active within the past 5 minutes
 - b. Current users active within the past 15 minutes
 - c. Users active within the past hour
 - d. Users active within the past 24 hours
 - e. Users active within the past 7 days
 - f. Users active within the past 30 days

G. Available Help and Reference Information

There are several ways to get online help for the FAST system.

1. After logging into FAST, you will typically be presented with FAST's What's New? page. You can dismiss this screen from subsequent logins if you prefer. When new information is added by FAST system administrators, you will be presented with the screen again when you log in. Additionally, you can select "What's New?" from the top of the "Help" tab at the top of every screen in FAST.
2. Help for FAST is available at <https://fastweb.inl.gov/help/>. This system includes FAQ pages, points of contact, user guides, and a glossary to assist users in understanding the FAST system, underlying requirements, and terminology.
3. If additional assistance is needed, you may contact your FAST Help Desk point of contact (listed at the bottom of each page in the system and from the FAST Login page (<https://fastweb.inl.gov/index.cfm?fuseaction=HelpDeskList>)).

A designated agency (HQ) administrator/trainer's name and phone number is shown at the bottom of each page when logged into FAST, and an agency Help Desk List is available on the FAST Login screen. Those individuals (the designated HQ administrator and trainer) are always your first line of support when you or the users within your agency require assistance with FAST. For system-related problems, contact the FAST support team by email at michelle.kirby@inl.gov or by telephone at (208) 526-4273.